

APPENDIX A. FORM 11-67

COUNTY OF SAN DIEGO

HEALTH AND HUMAN SERVICES AGENCY

GOOD CAUSE DETERMINATION WORKSHEET

CASE NAME: _____ CASE # _____ DATE(S) OF INCIDENT: _____

1. COMPONENT NOT COMPLETED:

<input type="checkbox"/> INCOMPLETE JOB SEARCH	<input type="checkbox"/> JOB CLUB	<input type="checkbox"/> JOB QUIT/FIRE
<input type="checkbox"/> NO JOB SEARCH	<input type="checkbox"/> WORK TEST/ORIENTATION	<input type="checkbox"/> STUDENT (ATTENDANCE)
<input type="checkbox"/> LATE JOB SEARCH	<input type="checkbox"/> REMAINDER WORK PROJECT	<input type="checkbox"/> GRGD

2. CLIENT'S STATEMENT:

3. GOOD CAUSE DETERMINATION

A. BEYOND CLIENT'S CONTROL

☐ CLIENT PROVIDED ACCEPTABLE VERIFICATION. GOOD CAUSE
☐ CLIENT DID NOT PROVIDE ACCEPTABLE VERIFICATION. GO TO ITEM 3B

B. CIRCUMSTANCES NOT REQUIRING VERIFICATIONS.

☐ BECAME HOMELESS WITHIN PAST 30 DAYS, EXHIBITS PHYSICAL/MENTAL DISTRESS, AND NO HISTORY OF HOMELESSNESS IN PAST SIX MONTHS. GOOD CAUSE

☐ VISIBLY INCAPACITATED (DOES NOT INCLUDE BACK INJURIES, MIGRAINES, ARTHRITIS, SPRAINS, ETC.) GOOD CAUSE

* ☐ ON GR LESS THAN THREE MONTHS, DID NOT UNDERSTAND PROGRAM REQUIREMENT(S), AND HAS NOT USED THIS EXCUSE BEFORE. PROGRAM REQUIREMENT(S): _____ GOOD CAUSE
11-49/11-49M PROVIDED: PROGRAM REQUIREMENTS EXPLAINED.

* SUPERVISOR SIGNATURE: _____ DATE: _____
☐ DOES NOT APPLY. GO TO SECTION 4

4. LACK OF ACCEPTABLE IN VERIFICATION/NEGLIGENCE

☐ 1ST INSTANCE IN THREE MONTHS. GO TO ITEM 6A
☐ 2ND INSTANCE IN THREE MONTHS. GO TO ITEM 6A
☐ 3RD INSTANCE IN THREE MONTHS. GO TO SECTION 5

NOTE: EACH DAY MISSED OR PORTION THEREOF COUNTS AS AN INSTANCE. CHECK PRIOR 11-67 HHSA FORMS TO DETERMINE NUMBER OF INSTANCES.

5. DM/ADM WAIVER (ONE ALLOWED IN SIX MONTH CERTIFICATION PERIOD)

A. ☐ CLIENT HAS HAD THREE INSTANCES OF "LACK OF ACCEPTABLE VERIFICATION" WITHIN THE PAST THREE MONTHS, AND THERE HAS BEEN NO WAIVER GRANTED WITHIN THIS CERTIFICATION PERIOD, AND OFFERED CONSISTENT/CREDIBLE EXPLANATION BUT PROOF IS UNOBTAINABLE. GO TO ITEM 5C

B. ☐ DOES NOT APPLY. GO TO ITEM 6B

C. ☐ DM/ADM EVALUATION GO TO ITEM 6A
☐ APPROVED – NO SANCTION GO TO ITEM 6B
☐ DENIED – SANCTION

DM/ADM SIGNATURE: _____ DATE: _____

6. FINAL DETERMINATION

A. NO SANCTION

☐ GOOD CAUSE – DO NOT COUNT AS INSTANCE.
☐ ADM/DM WAIVER – DO NOT COUNT AS INSTANCE.
☐ LACK OF ACCEPTABLE VERIFICATION – 1ST INSTANCE
☐ LACK OF ACCEPTABLE VERIFICATION – 2ND INSTANCE

B. SANCTION

☐ THREE OR MORE INSTANCES OF LACK OF ACCEPTABLE VERIFICATION.
☐ WILLFUL

☐ ELIGIBLE FOR SECOND CHANCE (MAPC).

BA SIGNATURE: _____ DATE: _____

YOU HAVE A RIGHT TO A HEARING. SEE THE BACK OF YOUR NOTICE OF ACTION.

DEFINITIONS

1. **Circumstances Beyond the Recipient's Control Include:**

- A. A medical emergency, hospitalization, doctor's appointment, personal/household illness or crisis on the day of the absence,
- B. Incarceration, arrest, jail or required court appointments,
- C. Prearranged job interview,
- D. Non-receipt of computer issued initial aid when no fault of client; distance to worksite is too far to walk,
- E. The applicant was unemployable during the assignment dates,
- F. The applicant started a job or paid training, or
- G. Other reasonable circumstances beyond the recipient's control.

2. **Negligence Includes:** Haste, oversight, forgetfulness, lack of attention or misunderstanding, or any other reason which does not involve a willful failure to comply.

3. **Willfulness:** Failure to comply with published and signed expectations when there was no good cause for the failure. It is an intentional refusal to comply and/or an indifferent disregard of the duty to comply with program requirements.

4. **Acceptable Verification:** Consists of written proof or a third party verification by phone of circumstances beyond the recipient's control or negligence. Third party verification must be provided by a third party and documented on an 11-14 HHSA.

5. **Lack of Standard Verification:** Two unverified instances of non-compliance with employable requirements (not to exceed one day's duration) due to circumstances beyond control or negligence will be allowed before a sanction may be imposed.

6. **Potential DM/ADM Waiver:** When the recipient's explanation of non-compliance is not verified, and the two unverified instances of non-compliance for cause have been exhausted, the DM/ADM may grant a waiver of the sanction when the following conditions exist:

- A. No such waiver has been granted during the current certification period, and
- B. The recipient could not have obtained verification of the circumstances, and
- C. The recipient's explanation is both consistent and credible.